

**Secretariat**

22 April 1999

Information circular***To:** Members of the Staff**From:** The Assistant Secretary-General for Central Support Services**Subject:** **Indoor air quality inspection of the Headquarters buildings**

1. The purpose of the present circular is to inform members of the staff that semi-annual indoor air quality and drinking water quality tests and inspections of the Headquarters complex are scheduled for 17 to 28 May 1999. The work will be performed during normal office hours according to the following schedule:

304 East 45th Street (FF Building)	17 May
DC-1 Building	18 May
DC-2 Building	19 May
UNITAR Building	20 May
345 Park Avenue South (Archive Building)	21 May
North Lawn Building	24 May
Conference Building	24-25 May
Secretariat Building	25-26 May
General Assembly Building	26-27 May
Library Building	27-28 May

2. For further information, please contact the Plant Engineering Section of the Facilities Management Division at extension 3-7376.

* Expiration date of the present information circular: 4 June 1999.

